

Western New York
Regional Information Center
Advisory Council

Charter

July 1, 1991
(Revised September 24, 1998)
(Revised October 15, 1999)
(Revised September 15, 2006)
(Revised December 16, 2011)
(Revised December 19, 2012)

1. PURPOSE:

The Western New York Regional Information Center Advisory Council serves as an advisory body relative to all policies, plans, and activities of the Western New York Regional Information Center. The Advisory Council assists the School Districts and BOCES in the region in enhancing the use of the technology as an administrative tool, an instructional tool, and as an object for instruction in the curriculum. In general, the activities of the Council fall into the following categories:

- Communication
- Planning
- Policy Issues

II. MEMBERSHIP & MEETINGS:

- A. The Western New York Regional Information Center Advisory Council may be comprised of a combination of at least four and no more than six representatives from each of the BOCES regions making up the service area of the WNYRIC:

- District Superintendent (or designee)
- One or more component School District Superintendents
- One School District Management Services User
- Two School District Instructional Representatives (Focus on technology staff development / data analysis knowledge is important)
- One Instructional Technology Representative

- B. Each District Superintendent shall determine the method for selecting council members in their BOCES region. Council membership should be addressed in the last meeting of the current year in preparation for the following year.
- C. The Advisory Council shall meet on at least a quarterly basis; dates, times and places to be established by the chairperson. The meeting dates for the forthcoming year shall be established at the last meeting of the year.
- D. Each BOCES shall have a maximum of six voting members. WNYRIC staff may not be voting members. A quorum shall consist of at least eleven voting members. Any BOCES Region with a member serving on a committee reporting to the Advisory Council will abstain from voting on that specific committee motion (s).
- E. If Chair and Vice Chair are not available to attend scheduled meeting a voting member of the committee may be appointed by the Chair or Vice Chair to facilitate the meeting.
- F. If a quorum is not available at the scheduled meeting an electronic vote on action items is acceptable.
- G. If a member of Advisory Council moves from one position to another or changes BOCES Region, the Advisory Council may bring forth a motion to have the member fulfill the remainder of the term of membership.

III. OFFICERS:

- A. At the last meeting of each fiscal year, the members of the Council shall elect a chairperson and a vice chairperson.
- B. A Regional Information Center staff member will serve as facilitator to assure the development of agenda and to handle details for all meetings.

IV. GENERAL RESPONSIBILITIES:

A. *Communication:*

- 1. Advisory Council members disseminate information to the groups. They represent and serve as liaisons between these groups and the Council.
- 2. Advisory Council members facilitate information dissemination from representatives of the WNYRIC at scheduled Superintendents' meetings or other group meetings.
- 3. Advisory Council members solicit information, ideas, concerns, or comments from the groups they represent.

4. The Council attempts to interpret and clarify all new or modified directives issued from the Office EMSC to Superintendents of Schools.
5. New members will be expected to attend an orientation session prior to the first quarterly meeting of the year.

B. Planning:

The Advisory Council shall review and approve the draft of the Annual 793 Plan and make appropriate suggestions for modification. Representatives from the WNYRIC shall report periodically to the Council regarding progress on 793 Plan objectives. Information on instructional activities at local BOCES will be reflected in the plan as determined by local BOCES representatives.

1. **Cost of Services**-The Advisory Council shall provide guidance to the Regional Information Center regarding the manner in which technology services are packaged and presented to school district consumers.
2. **Standard Committee**-The Advisory Council regularly reviews the activities of the WNYRIC Standard's Committee and approves all additions and deletions to this Standard's list. A member of the Advisory Council who is also a member of Standards will abstain on any motions presented on behalf of Standards at Advisory.
3. **Forum for Instruction, Curriculum and Assessment**-The Advisory Council regularly reviews the activities of the WNYRIC Forum for Instruction, Curriculum and Assessment (FICA). Information discussed at FICA or any recommendations to Advisory Council would be reflected in the 793 updates.

C. Policy Issues.

The Advisory Council attempts to interpret policy disseminated by the Board of Regents and the State Education Department regarding technology direction and implementation.